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MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT:

Assignment of Clerical Employees

1. Recruitment of clerical personnel should enter-on-duty in the full sufficient numbers to assure meeting attrition requirements during the other seasons of the year. Employment of such personnel will shortly be at the peak. Rather than retain in the Internal Assignment Section employees who have been fully cleared, it is considered most desirable to assign them regardless of the immediate effect on personnel ceilings. The normal turnover of personnel in the clerical categories will, in short order, bring the on-duty strength of any component in line with its ceiling.

2. Accordingly, you are authorized to exceed your ceiling to permit the immediate assignment of fully cleared clerical personnel.

(signed) H. Gates Lloyd

H. Gates Lloyd  
 Acting Deputy Director  
 (Support)

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